

**THE EFFECTIVE DATE OF THIS ORDINANCE IS AUGUST 9, 2004**

**ORDINANCE NO. 04-12-356**

**Re: Establishment of Fees Charged for  
Zoning/Plan Review/Permitting Verification Letters**

**PREAMBLE**

The Division of Planning desires to impose a one hundred dollar (\$100.00) fee for zoning verification letters related to zoning and site plan information.

The Division of Permitting and Development Review desires to impose a one hundred dollar (\$100.00) fee for site plan verification letters; a two hundred dollar (\$200.00) fee for development rights verification letters; and a two hundred dollar (\$200.00) fee for lot of record determination.

The Department of Permits and Inspections desires to impose a fifty dollar (\$50.00) fee for a certificate of occupancy response (residential) and a one hundred dollar (\$100.00) fee for a certificate of occupancy response.

The County Commissioners held a duly advertised public hearing concerning this proposed Ordinance on July 20, 2004. The public had an opportunity to comment on this ordinance at this public hearing. The advertisements for the public hearing were published in the Frederick News Post on July 3 and July 10, 2004.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF FREDERICK COUNTY, MARYLAND, that the following fees shall be collected for the services provided:**

**FEE**

**PLANNING DIVISION:**

DEPARTMENT OF ZONING ADMINISTRATION

- ZONING VERIFICATION LETTERS \$100

**PERMITTING AND DEVELOPMENT REVIEW DIVISION:**

DEPARTMENT OF DEVELOPMENT REVIEW

- SITE PLAN VERIFICATION LETTERS \$100
- DEVELOPMENT RIGHTS VERIFICATION LETTER \$200
- LOT OF RECORD DETERMINATION \$200

DEPARTMENT OF PERMITS & INSPECTIONS

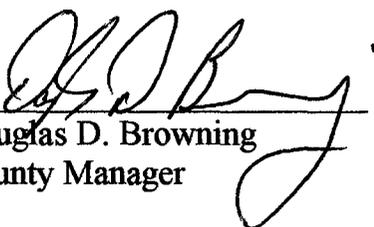
- CERTIFICATE OF OCCUPANCY RESPONSE (RESIDENTIAL) \$50
- CERTIFICATE OF OCCUPANCY RESPONSE (NON-RESIDENTIAL) \$100

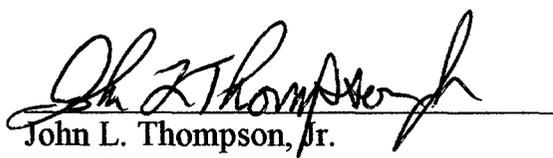
AND BE IT FURTHER ENACTED AND ORDAINED that this Ordinance will become effective on August 9, 2004, after a fair summary is published in the Frederick News Post on Saturday, August 7, 2004, and a copy is filed with the Clerk of the Frederick County Circuit Court prior to Saturday, August 7, 2004.

The undersigned hereby certifies that this Ordinance was approved and adopted on the 3<sup>rd</sup> day of August, 2004.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF FREDERICK COUNTY, MARYLAND

  
Douglas D. Browning  
County Manager

  
John L. Thompson, Jr.  
President  
MJC 8/3/04

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**CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.  
[Brackets] indicate matter deleted from existing law.**